

Allen Adedoyin Oluwafunmibi

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Career Objective

To obtain a position that will enable me use my strong organizational skills, multi-tasking ability and award-winning educational background.

Experience

- **Jumia Jforce** *December 2019 - Present*
Sales Consultant
1. Generating leads and turning them into opportunities for sale.
2. Contacting potential customers via digital marketing and face to face
- **Children Education Development Network(NGO Volunteer)** *January 2018 - January 2019*
Assistant Administrative Officer
1. Facilitated interdepartmental communications and interactions between internal and external parties
2. Handled basic office duties by answering and routing phone calls, responding to emails and maintaining employee financial and beneficiaries records
3. Contributed to smooth business operations by planning and organising meetings and conference including conference calls
4. Handled logistics, catering, agendas and travel arrangements for meeting and event planning for board of directors, sponsors and beneficiaries
- **NYSC** *January 2019 - October 2019*
Subject Teacher
1. Instructed through lectures, discussions, and demonstrations in supposed subjects
2. Established and enforced rules for behavior and procedures for maintaining order among the Students
- **Krishat Pharmaceutical Industrial Limited** *June 2016 - December 2016*
Quality control Analyst (SIWES)
Improved quality processes for increased efficiency and effectiveness through analysis (quantitative and qualitative) of raw materials, in-process and finished products
- **Five star Cleaning Service** *June 2011 - December 2011*
Account Officer
1. Issuance of invoice to clients monthly
2. Deposition of money collected by hand into the company's account
- **Da Kitchen Restaurant** *January 2011 - May 2011*
Front Desk Officer
1. Ensured that tables are set before clients' arrival
2. Managed the front desk by receiving incoming calls, greeting, taking orders and attending to customers
3. Report to Supervisor after shift (Remit sales in cash and take stock)

Education

- **Adekunle Ajasin University**
Biochemistry

2017
- **Wesley College of Science, Elekuro, Ibadan**
S.S.C.E

2010
- **Sacred Heart Private School**
First School leaving certificate

2003

Technical Skills

- Microsoft office
- Digital marketing
- Blogging
- Graphics designing
- Data Science (in view)

Achievements & Awards

- Diploma certification in biotechnology

Personal Strengths

Multi-tasking, philomathy, team-work, time-management, integrity and Accountability

Personal Profile

- Date of Birth : 03/01/1994
- Marital Status : Single
- Nationality : Nigerian
- Known Languages : English and Yoruba

Reference

Remilekun Akande - "International organisation for migration"

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